

LOW MOUNTAIN CHAPTER

CHAPTER GENERAL ACTIVITY FUND



POLICY AND PROCEDURES

LOW MOUNTAIN CHAPTER

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ATTACHMENT I

**LOW MOUNTAIN CHAPTER
GENERAL ACTIVITY FUND POLICY AND PROCEDURE**

I. ESTABLISHMENT:

The Low Mountain Chapter hereby establishes this Policy and Procedures to regulate and provide guidance in the expenditure of available Chapter General Activity Funds.

II. PURPOSE:

The purpose of the General Activity Funds Policy and Procedure is to provide a comprehensive and an acceptable internal control system to adequately account for all revenues received for Chapter resales and services and to meet various governmental compliance requirements to maintain accountability.

III. POLICES:

A. The Chapter shall have an approved budget before any type of expenditure from the General Activity Fund Account.

B. The Chapter shall provide financial assistance from the General Activity Fund account toward burial expense, provide funds to purchase operating office supplies, food supplies, payment for chapter bank service fee and other miscellaneous expenses.

C. All incoming revenues shall be budgeted into the General Activity Fund account line items for food supplies, bank services fees, burial assistance, office supplies, operating supplies and all others expenditures shall require an approved budget transfer request.

D. The following criteria shall apply for financial assistance requests from the General Activity Fund:

1. The requesting party shall be a registered member of the Low Mountain Chapter one year prior to the request.
2. All requests for financial assistance shall be made on a standard Financial Assistance Request Form with supporting and required documents.
3. All financial assistance requests shall be approved or disapproved by the Community Services Coordinator,

E. The following criteria shall apply for purchase or repayment for other chapter expenses:

1. Shall provide quotation from three reliable vendors to purchase any office, operating or food supplies.
2. Shall provide original invoice(s) or any supporting documents to pay for other miscellaneous expenses for the Chapter.
3. For Burial Assistance requests, the decease will have been registered with Low Mountain Chapter.
4. The financial assistance requests shall be approved or disapproved by the Community Services Coordinator.

IV. PROCEDURES:

- A. Requesting party shall pick up, complete and submit an application with applicable supporting documents for assistance to the Account Maintenance Specialist.
- B. Account Maintenance Specialist shall review all applications for completeness, availability of funds and forward the applications to the Community Services Coordinator for consideration.
- C. Based on availability of funds, the Community Services Coordinator shall either approve or disapprove the request.
- D. Account Maintenance Specialist shall file documents in accordance to the Chapter's Records Management Policies and Procedures.
- E. Accounts Maintenance Specialist shall post all transaction or expenditures to the appropriate accounting records and ledgers.

V. AMENDMENTS:

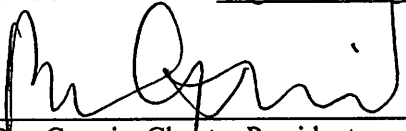
The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter General Activity Fund Policy. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N

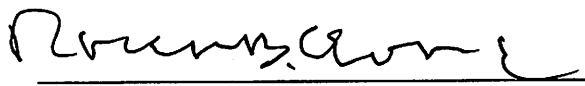
We, hereby certify that the foregoing Chapter General Activity Fund Policy & Procedure was duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, Arizona, Navajo Nation, at which a quorum was present and that same was passed by a vote of 04 in favor, 00 opposed, and 01 abstained, on this 16th day of October, 2020.

MOTIONED BY: Rose Ann Charley


SECONDED BY: Roger B. George



Ben Gonnig, Chapter President



Roger B. George, Chapter Vice-President



Rose Ann Charley, Chapter Secretary/Treasurer